



APPLICATION FORM FOR PRELIMINARY PLATS

City of Polk City, Iowa

- FOR OFFICE USE ONLY

Date: _____ Amount: _____ Rec'd by: _____

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Subdivision Name: _____

Location: _____

Total Area of Plat (in acres): _____ acres

Total Number of Lots, including Outlots: _____ lots

Applicant: ***This form MUST be signed by Applicant.***

Developer/Owner Signature _____	Engineer's Name _____
Street Address _____	Street Address _____
City, State _____	City, State _____
Telephone No. _____	Telephone No. _____
Email Address _____	Email Address _____

Preliminary Plat Application Fee:

Base Application Fee	\$100.00		\$100.00
Additional Fee	\$10.00 per Lot	=>	
Total			

Amount Paid: \$ _____

City Engineering Review Fee:

Note: The number of Submittals varies, and is contingent upon the applicant addressing all review comments.

Number of Lots >	1 - 10 Lots	11-20 Lots	21-30 Lots	31-50 Lots
Submittal #1:	\$600	\$750	\$850	\$1,000
Submittal #2:	\$350	\$350	\$350	\$400
Submittal #3	\$250	\$250	\$250	\$250
Submittal #4 & others	\$200	\$200	\$200	\$200

For Subdivisions over 50 Lots: Sub#1 is \$150 extra/each add'l 20 lots. Sub #2 and others are \$50 extra/each add'l 20 lots.

Stormwater Concept Review Fee	Reviewed Separately; Fees based on Hourly Engineering Fee
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Amount Paid for Submittal #1: \$ _____

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
	Completed Preliminary Plat Application Form including Check List
	Preliminary Plat Application Fee and City Engineering Review Fee
	Lot Layout & Dimension Plan
	Grading & Utility Plan
	Stormwater Management Concept; Maps and Drainage Summary
	Other (Please Specify):

PRELIMINARY PLAT CHECK LIST

City of Polk City, Iowa

Information Required	✔ If Addressed
A. Filing Fees	
1 . Preliminary Plat Application Fee Paid	
2 . Engineering Review Fees paid for all required submittals	
B. Prior Approvals & Prior Reviews	
1 . Is rezoning required?	
2 . Is Development Plan/Master Plan required? (i.e. PUD Districts)	
3 . Will Site Plan be required prior to building permit?	
4 . Do all re-submittals include response letter? (how/where each comment was addressed)	
C. Narrative Information	
1 . Name of development (unique name and number required)	
2 . Name, Address, Telephone no. & email address of property owner	
3 . Name, Address, Telephone no. & email address of Developer	
4 . Name, Address, Telephone no. & email address of Preliminary Plat Preparer	
5 . Legal Description of property	
6 . Area of property	
7 . Current Zoning Classification(s) of Site	
8 . All building setbacks for all applicable zoning districts shall be noted	
9 . Proposed principal permitted use of lots and accessory uses, if any	
10 . Source of water supply noted (City of Polk City, DMWW, rural water..)	
11 . Sewage disposal service noted (city of Polk City, septic systems....)	
12 . Provision for storm water drainage discharge noted (City of Polk City, drainage district..)	
13 . Development Schedule: start & completion dates for construction	
14 . Phasing of Development: if all public improvements will not be constructed at once	
15 .	
D. Illustrations	
1 . Vicinity sketch: 1=500' or larger site location, adj land uses, zoning districts adjoining streets and subdivisions	
2 . Certification: by licensed professional engineer and/or land surveyor	
3 . Date: including revision date(s)	
4 . North Arrow & Scale	
5 . Survey: Benchmark on Polk City datum plane	
6 . Zoning Boundary Line: if more than one zoning district	
7 . Plat Boundary: Plat Boundary shown with heavy line Bearings & Distances and/or Cuvey data noted for all boundary lines	
8 Adjoing properties: Label names & lot numbers for all adjoining subdivision Label names of all adjoining property owners	
9 Lots All buildable lots assigned a Lot Number All rights-of way and lots to be dedicated to the City assigned a Lot Letter (A,B..) All non-buildable lots assigned an Outlot letter('X', 'Y', ...) Lot area noted in acres and square feet for each lot and outlot Lot width dimensioned for each lot and outlot Dimensions for all lot & outlot boundary lines noted Buildable area indicated on all lots Street Frontage required for all lots Lots for Schools, parks, playgrounds or other public or semi-public use noted	

PRELIMINARY PLAT CHECK LIST

City of Polk City, Iowa

Information Required	✓ If Addressed
10 Building Setback lines: shown and noted	
Front, Rear & Side yards on all lots	
Existing buildings shown and setbacks labeled	
11 . Grading Plan:	
Provide copy of Geotechnical Report	
Existing Features: trees, structures, drainageways, etc.	
Existing Contours: 2-foot intervals, at least 2 contours shown	
Proposed contours at matching intervals	
Rear & Side Yard swales shown where needed	
Erosion control measures shown	
12 . Water Mains: Existing & Proposed	
Location & size of existing water mains, valves & hydrants shown and noted	
Proposed water mains, valves & hydrants shown	
Hydrant coverage radii shown	
Proposed pipe sizes noted	
Water main looped as required	
Water main sized in conformance with Comp Plan	
Water Main or Service Easements shown and easement name and width noted	
Hydrants on passenger side of vehicle as enter cul-de-sacs	
13 . Sanitary Sewers: Existing & Proposed	
Location, size, slope & capacity of existing public utilities shown & noted	
Proposed sewer pipes and manholes shown	
Proposed pipe sizes noted	
Overland Flowage Easements shown and easement name and width noted	
Detention Easements shown and easement name and width noted	
14 . Storm Sewers & Detention: Existing & Proposed	
Floodplain shown, with BFE's, per FIRM or approved Flood Study, where applicable	
Location, size, slope & capacity of existing storm sewers shown	
Pipe size for all proposed storm sewers shown & noted	
Storm sewer outlets properly aligned in drainage channel	
Location and approximate size of storm water detention pond(s) indicated	
Note that subdrain shall be provided on both sides of all public streets	
Minimum Elevation of Lowest Floor (no longer MOE)	
Indicate approximate detention volume and location	
Note: Certified Storm Water Management Plan shall be provided with Const Dwgs	
15 . Streets:	
Existing adjoining streets, alleys, railroads & right-of-ways shown	
Existing streets, rights-of-way, railroads, and alleys dimensioned	
Existing street names labeled	
Proposed Street names labeled per Polk City's naming conventions	
Proposed Rights-of-way width dimensioned, with public dedication noted	
Pavement width dimensioned	
Pavement material & thickness labeled (6" reinforced pcc pavement required)	
Street centerline curve radius labeled	
Approximate street grade noted on each street	
Cluster Mail box pads shown	
Siren location shown and noted, where applicable	
16 . Sidewalks & Trails:	
Show and dimension all existing and proposed sidewalks	
Show and dimension all existing and proposed trails per Comp Plan	
Recreation Trail Easements shown and width noted	

PRELIMINARY PLAT CHECK LIST

City of Polk City, Iowa

Information Required	✓ If Addressed
17 . Park Land, Open Space & Buffers:	
Provide calculations for the area of park land to be dedicated to City	
Provide calculations demonstrating that all open space requirements are met	
Indicate location/area of park land in conformance to Comp Plan	
Proposed Plant Materials: Location, number, species, caliper	
Buffer Easements shown and easement name and width noted	
18 . Signs:	
Subdivision Identification signs shown, if any	
Easement or Outlots and ownership indicated for signs, if any	
19 . Franchise Utilities:	
Note: Contract for Street Lighting shall be executed with Final Plat	
Note: Contract for Electric distribution system shall be executed with Final Plat	
Note timing for provision of gas, telephone, cable and other utilities	
20 . CAD file	
CAD file of Preliminary Plat provided to Technology Director for City's GIS	